

Fee must be received before reservation is scheduled.



## COMMUNITY CENTER – FACILITY RENTAL AGREEMENT

Complete this page and return with rental fee. Your date is not held until fees are received.

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Type of Use: Civic / Social / Commercial

Local / Out of Town

Date of Use: \_\_\_\_\_  
Mo. Day Yr.

Day of week: \_\_\_\_\_

Hours: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Up to 3 hours \_\_\_\_\_  
3 to 5 hours \_\_\_\_\_  
More than 5 hours \_\_\_\_\_

Rental Fee: \$\_\_\_\_\_

\$75 Deposit on file: ☐ Yes ☐ No

(If usage exceeds agreed time indicated, any additional hourly fee will need to be paid **with** return of key).

Alcohol Consumption Use: ☐ Yes ☐ No

\$200 Deposit on file: ☐ Yes ☐ No

I, \_\_\_\_\_, have read the agreement and clean-up procedures, and hereby agree to comply with all policies and guidelines for using the Lyndon Community Center.

I understand that my damage deposit of **\$75** and/or an **additional \$200** damage deposit for alcohol use events, will not be returned until the city inspection has been completed and it is determined that I am not responsible for any damages.

I also agree that if, during the period I am responsible for the Community Center there are damages that exceed my damage deposit, I will pay those costs upon assessment. UNAUTHORIZED consumption of alcohol may result in the loss of the damage deposit.

Signed:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Alcohol Consumption Use: ☐ Approved ☐ Denied

\_\_\_\_\_  
City Clerk/Deputy Clerk

\_\_\_\_\_  
Date

Please pick up your key the previous working day prior to scheduled event, during normal working business hours.

**There will be a \$5.00 fee for all after-hours pick-up.**

Availability of after-hours pickup is at the discretion of the City Clerk.